

SMD HEC Computing Time Request/Allocation Procedure as of FY08-Q4

The procedure begins when a Principal Investigator (PI) submits a request for computing time on HEC resources in e-Books to start or continue an SMD-funded research project, or when a PI requests an increment to a current allocation award. Regular cycle SMD allocation awards are made on November 1 (Q1) and May 1 (Q3) with award periods of 1 year.

| Step | Responsibility | Sub-Step Description |
|--|---|--|
| e-Books SMD allocation request | Principal Investigator (PI) | 1. SMD-supported PI submits request for allocation of computing time on HEC resources in e-Books. |
| Regular cycle (Q1 & Q3) analysis and recommendation | NAS and NCCS Project Managers Allocation Specialist | 2. e-Books requests submitted by Q1 or Q3 deadline (40 days before award date) are processed together as a group. 2a. NAS and NCCS Project Managers provide resource capacity for the coming allocation year, information on prior continuing allocations, and information on any capacity not available to SMD users. 2b. Allocation Specialist analyzes all requests for computing time on HEC resources submitted by cycle deadline against resource capacity, SMD discipline targets, and, if they are continuation requests, for prior usage and report submission. Allocation Specialist makes recommendations for SMD HEC Approval Authorities' review and action. |
| Regular cycle (Q1 & Q3) SMD HEC allocation award determination | SMD HEC Approval Authorities | 3. SMD HEC Approval Authorities meet semiannually to decide allocations. 3a. Authorities consider Allocation Specialist's computing project recommendations against current SMD/discipline research goals. 3b. Authorities consider aggregate of allocation requests against negotiated discipline target allocation shares, balance among resources, and across time. 3c. Allocation Authorities may defer or deny allocation for some projects. 3d. Authorities determine computing project allocations on HEC Project resources. |
| HEC Program review, award processing and notifications | HEC Program Manager Allocation Specialist e-Books Support | 4a. HEC Program Manager reviews awards. 4b. Allocation Specialist notifies HEC discipline Approval Authorities of all SMD computing project allocation decisions. 4c. Allocation Specialist processes awards: - assigns GIDs for new projects - notifies e-Books of awards, begin/end dates, report due dates for move from Rolling Submissions to Award Administration e-Book and Review & Evaluation e-Book for the Quarter (Q). - provides e-Books with award notification templates - notifies NAS/NCCS Project User Services of allocation awards for account initiation or continuation 4d. e-Books enters awards and dates, notifies PIs of allocation awards, and archives notifications. |

| Step | Responsibility | Sub-Step Description |
|---|--|---|
| Out-of-cycle analysis and recommendation | <p>PI</p> <p>SMD Program Funding Manager</p> <p>NAS and NCCS Project Managers</p> <p>Allocation Specialist</p> | <p>5. PI identifies special circumstances (e.g. delay in submission but need for continuity of resource access) why the project should continue or start ahead of the next regular award cycle.</p> <p>5a. A cognizant SMD Program Funding Manager provides Allocation Specialist a written support statement verifying the special circumstances and importance of the research.</p> <p>5b. NAS and NCCS Project Managers provide current resource capacity, and information on prior continuing allocations.</p> <p>5c. Allocation Specialist makes a recommendation to NAS/NCCS Project Manager for action on allocation with start-date back dated to the start-date of the current regular cycle and expiring with the start of the next regular cycle.</p> <p>Any request without an SMD Program Funding Manager's support statement must wait for the next regular allocation cycle.</p> |
| Out-of-cycle SMD HEC allocation award determination | NAS and NCCS Project Managers | <p>6a. NAS/NCCS Project Managers consider request against current capacity and anticipated use.</p> <p>6b. NAS/NCCS Project Managers determine computing project allocations on their HEC Project resources.</p> <p>6c. If allocation $\leq 100k$ per Center go to 4b. through 4d. for award processing.</p> <p>6d. Program Manager may authorize or modify awards of over 100k per Center, which then go to 4b. through 4d. for award processing.</p> <p>If no award made/authorized request must wait in e-Books for next regular allocation cycle.</p> |
| Allocation increment request | PI | <p>7. PI requests an increment in computing time for an ongoing project during an award period through HEC/NCCS/NAS Support, or via email to Allocation Specialist or HEC Program Manager. All requests are forwarded to Allocation Specialist.</p> |
| Allocation increment analysis and recommendation | <p>NAS and NCCS Project Managers</p> <p>Allocation Specialist</p> | <p>8. An allocation increment request for less than the award period cap of the larger of 10% of initial award or 100,000 processor-hours per Center for the period is processed.</p> <p>8a. NAS and NCCS Project Managers provide current resource capacity, and information on prior continuing allocations.</p> <p>8b. Allocation Specialist analyzes project use pattern, requests for remainder of award period, and resource capacity and makes a recommendation to NAS/NCCS Project Manager for action on an allocation increase to expire with the current award.</p> <p>If the requested increase is larger than the limit in 8, PI is notified as in 9c.</p> |
| SMD HEC allocation increment determination | <p>NAS and NCCS Project Managers</p> <p>Allocation Specialist</p> | <p>9a. NAS/NCCS Project Managers consider request against current capacity and anticipated use.</p> <p>9b. NAS/NCCS Project Managers determine computing project allocations on their HEC Project resources.</p> <p>9c. If no increment is approved, Allocation Specialist notifies PI to submit (an early) continuation request in e-Books by next regular cycle deadline.</p> |
| Allocation increment notification | <p>Allocation Specialist</p> <p>NAS/NCCS User Services Group</p> | <p>10a. Allocation Specialist notifies NAS/NCCS Project User Services Group of approved allocation increment and expiration date, set as the same date as expiration of award being increased.</p> <p>10b. User Services Group notifies PI when allocation increment is implemented.</p> |